



# The ACADEMY

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

## Basic Academy Program Coordinator

*Job Announcement*

*SALARY – Range 102*

*4,343.91 - \$5,280.05 Mo.*

*2006-2007 Salary Scale*

### DEFINITION

The Basic Academy Program Coordinator position is a supervisory position responsible for the delivery of the Basic Regular Academy Course. Responsibilities include ensuring compliance with the Commission on Peace Officer Standards and Training (POST), coordinating and scheduling instructional staff, supervising Recruit Training Officers, supervising police recruits, designing and coordinating safe practical skills training exercises and performing other related duties as needed and/or assigned.

### REPORTING RESPONSIBILITIES

The position reports directly to the Basic Academy Director and has site responsibility at one of the Consortium's three training sites; Evergreen Valley College, Gavilan College or the College of San Mateo.

### ASSIGNMENT

Responsible for the scheduling, supervision and coordination of all aspects of a Basic Police Academy and other duties as assigned. This is an exempt management position. General assignment is 40 hours per week; generally 8:00 am – 5:00 pm, Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedule and Consortium needs.

### DISTINGUISHING CHARACTERISTICS

Strong leadership and organizational skills and the ability to work in a fast paced environment while managing multiple tasks at the same time. The ideal candidate is able to work without close supervision, is a strong problem solver and has excellent communication skills. An understanding of P.O.S.T., adult learning principles and the community college is preferred.

### EXAMPLES OF DUTIES

**Duties include but are not limited to:**

- Supervise, train and mentor Recruit Training Officers;
- Supervise, train and mentor Academy Course Coordinator's as assigned including course and facilities oversight;
- Schedule and supervise evaluators and role players;
- Design, coordinate and supervise safe practical demonstrations exercises and scenario tests;



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<http://www.theacademy.ca.gov>

- Monitor and supervise instructional delivery, including student evaluations, classroom/training observation and instructor standards (e.g. AICC, POST Resumes, Reg. 10-70, instructor files, etc.);
- Maintain contact with the Dean of Public Safety Training to ensure program compliance and goals;
- Manage and ensure community college requirements, registration, course fees, grades, student records and student services (ADA, academic, etc.);
- Ensure compliance with the Commission on Peace Officer Standards and Training and the Academy including minimum course content, test administration and security guidelines and rules and regulations governing the Basic Course;
- Under direction, recruit and recommend faculty members; assist academic staff with curriculum development activities; facilitate and coordinate P.O.S.T. course certification, manage, reimbursement procedures and course required paperwork (e.g. POST Roster, TRR, etc.)
- Evaluate, train, coach and mentor recruits;
- Supervise and/or conduct investigations, including recruit disciplinary issues or misuse of equipment;
- Supervise, manage and complete student performance records (e.g. Pointrac, evaluations, attendance, etc.) in compliance with P.O.S.T. and Academy standards;
- Supervise, monitor and ensure the daily logistical coordination of the class;
- Supervise the evaluation of students;
- Supervise, conduct and monitor formal inspections of students emphasizing appearance and professionalism;
- Maintain records on equipment issued to the programs or students;
- Interact with the Business Office, regarding fiscal and employment issues, including petty cash requirements, HR issues, payroll and employment status;
- Communicate and coordinate with law enforcement agencies on issues including student injuries, training performance, recruiting and other general information related to the class and/or the employee;
- Develop class schedules, create faculty teaching verifications and conduct other related business functions using the Consortium IT system;
- Liaison with appropriate advisory committees;
- Liaison with certifying agencies (i.e., P.O.S.T.);

## **QUALIFICATIONS**

### *Knowledge of:*

- Instructional methods, techniques and terminology
- Student registration and attendance accounting procedures
- P.O.S.T course certification/ accounting procedures
- Consortium purchasing and business procedures
- Hiring procedures for both instructional and classified staff
- Public agency training requirements and procedures
- Computer usage and network-based computer operations
- Principles of supervision, training and evaluation

### *Ability to:*

- Supervise, plan, organize, schedule and maintain accountability for a complete training course;
- Work independently and exercise judgment and initiative;
- Communicate effectively with diverse groups including students, college personnel and public agency employees;

- Coordinate, recruit, and assign support staff as directed;
- Supervise, train and evaluate employees and/or students
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds;
- Work as part of a team to accomplish goals and objectives;
- Establish and maintain cooperative effective working relationships with others

### **EXPERIENCE AND EDUCATION**

Any combination of public safety experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to acquire the knowledge and abilities would be education equivalent to a minimum of two years of college with course work in supervision or closely related subjects and demonstrated successful experience. A knowledge of and/or experience with public safety systems is desirable.

### **BENEFITS:**

Medical, Dental, Vision, Consortium Retirement Plan

### **SALARY:**

Range 102 A \$52,126.92 to \$63,360.60 annually based upon 2006/07 Salary Schedule.

### **FIRST REVIEW DATE:**

OPEN UNTIL FILLED – FIRST REVIEW DATE IS: July 5, 2007

The first review date is the date by which applications are guaranteed to be reviewed. Applications received after the first review date may not be reviewed, depending upon the status of the position

### **REQUIRED APPLICATION PROCEDURES:**

Only applications meeting the required qualifications will be forwarded to the screening committee for review. It is the responsibility of the applicant to submit all application materials as a complete package by the First Review Date.

1. Cover letter
2. Resume
3. South Bay job application. This can be downloaded from our website:  
[www.theacademy.ca.gov](http://www.theacademy.ca.gov)

### **SUBMIT APPLICATIONS TO:**

South Bay Regional PSTC Attn: Ms. Norma Rivellini  
4750 San Felipe Road  
San Jose, CA 95135-1599  
Phone: (408) 223-6744 Fax: (408) 239-0763

- Upon hire, the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- We are unable to return or duplicate application materials.
- Candidates must assume all travel costs if invited to interview for the position.

"South Bay Regional PSTC is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental

disability consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."